

## INSTRUCTIONS FOR APPLICATION

The following information is pertinent to the application process as defined in Part 151.12 and Part 151.13 of the Customs Regulations (19 CFR 151.12 and 19 CFR 151.13). **Your attention is directed to the following sections of the Customs Regulations:**

Section 151.12(d), which describes the commodity brochures for which laboratory accreditation is sought; and 151.13(c) which describes the approved measurement methods for gauging.

Sections 151.12(iv) and 151.13(ii) which describes the evaluation of technical and operational requirements.

**An application package for Customs accreditation and/or approval must contain the following information as described in Section 151.12(f) and 151.13(d):**

- ☐ The applicant's legal name and the address of its principal place of business and any other facility out of which it will work;
- ☐ Detailed statements of ownership and any partnerships, parent-subsidiary relationships, or affiliations with any other domestic or foreign organizations, including, but not limited to, importers, other commercial laboratories, producers, refiners, Customs brokers, or carriers;
- ☐ A statement of financial condition (i.e., statement from a Certified Public Accountant or notarized statement)
- ☐ If a corporation, a copy of the articles of incorporation and the names of all officers and directors; names of all officers and directors;
- ☐ The names, titles, and qualifications of each person who will be authorized to sign or approve analysis reports (approved gauger reports) on behalf of the commercial laboratory (gauger);
- ☐ A complete description of the applicant's facilities, instruments, and equipment;
- ☐ An express agreement that if notified by Customs of pending accreditation (approval) to execute a bond in accordance with part 113, Customs Regulations (19 CFR part 113), and submit it to the Customs port nearest to the applicant's main office. (The limits of liability on the bond will be established by the Customs port in consultation with the Executive Director. In order to retain Customs accreditation (approval), the laboratory (gauger) must maintain an adequate bond, as determined by the port director);
- ☐ A listing of each commodity group for which laboratory accreditation is being sought and, if methods are being submitted for approval which are not specifically provided for in a Commodity Group Brochure and the U.S. Customs Laboratory Methods Manual, a listing of such methods;
- ☐ A listing by commodity group of each method according to its Customs Laboratory Method Number for which the laboratory is seeking accreditation; (section 151.12(d) or Customs web site <http://www.customs.gov>)
- ☐ An express agreement to be bound by required obligations, (see enclosed commercial gauger and laboratory Agreement); and,
- ☐ A nonrefundable pre-payment equal to 50 percent of the fixed accreditation (approval) fee, as published in the Federal Register and Customs Bulletin, to cover preliminary processing costs. Further, the applicant agrees to pay Customs within 30 days of notification of preliminary accreditation (approval) the associated charges assessed for accreditation (approval), i.e., those charges for actual travel and background investigation costs, and the balance of the fixed accreditation (approval) fee.

Sections 151.12(2)(iv), 151.13(3)(I) and the summary information, regarding the statement of fee schedule and clarification which describes the requirements fees for approval and accreditation:

For Laboratories

General Accreditation Fee	\$ 750
Additional Commodities Fee	\$ 200

For Gaugers

General Approval Fee	\$ 400
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The initial variable fee schedules for accrediting/reaccrediting laboratories and approving/reapproving gaugers are approximately \$ 1,000 for travel per visit and \$ 1,700 per background investigation.

**The non-refundable pre-payment equal to 50 percent of the initial fixed accreditation and/or approval fee(s) must accompany your application. Checks must be made out to U. S. Customs Service. Please note that the balance of the initial fixed fees for accreditation and/or approval and the associated initial variable fees for approval and/or accreditation (travel, background investigation) will be requested before accreditation and/or approval is granted.**

Authorized Signatory Background Information Form (BI) which must be filled out by all company officers, owners and personnel performing Customs work and/or signing a Customs report. The BI form is used to facilitate mandatory background investigations performed by Customs Office of Investigations. These documents must be included with your application.

Customs Form 301, bond application, and a blank Customs Form 5106 used to notify Customs of your "importer number" which, in some instances, may be your IRS Tax Number. **Please keep both forms; we will notify you at the appropriate time to initiate Customs gauger bond procedures.**

**Please ensure that you have read and understand the requirements in Part 151.12 and Part 151.13 of the Customs Regulations (19 CFR 151.12 and 19 CFR 151.13) and return your application package to the following address:**

U.S. Customs Service  
Laboratories and Scientific Services  
Suite 1500 North  
1300 Pennsylvania Avenue, NW  
Washington D.C. 20229  
Attn: Michael Parker.

*Information concerning the Commercial Gauger and Laboratory Program can be found on Customs Internet World Wide Web site at <http://www.customs.gov> under Laboratories and Scientific Services.*



## APPROVED SIGNATORY BACKGROUND INFORMATION

NAME \_\_\_\_\_ SSN \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

ADDRESS (business) \_\_\_\_\_

TELEPHONE NUMBER (business) \_\_\_\_\_

ADDRESS (home) \_\_\_\_\_

TELEPHONE NUMBER (home) \_\_\_\_\_

### EDUCATION (in chronological order)

HIGH SCHOOL \_\_\_\_\_ YEAR \_\_\_\_\_

ADDRESS \_\_\_\_\_

UNIVERSITY OR TRADE SCHOOL \_\_\_\_\_

YEAR AND TYPE OF DEGREE \_\_\_\_\_

ADDRESS \_\_\_\_\_

UNIVERSITY OR TRADE SCHOOL \_\_\_\_\_

YEAR AND TYPE OF DEGREE \_\_\_\_\_

ADDRESS \_\_\_\_\_

UNIVERSITY OR TRADE SCHOOL \_\_\_\_\_

YEAR AND TYPE OF DEGREE \_\_\_\_\_

ADDRESS \_\_\_\_\_

UNIVERSITY OR TRADE SCHOOL \_\_\_\_\_

YEAR AND TYPE OF DEGREE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**PREVIOUS RESIDENCES**  
(in chronological order; go no further back than 10 years)

DATES _____ to _____	ADDRESS _____
DATES _____ to _____	ADDRESS _____
DATES _____ to _____	ADDRESS _____
DATES _____ to _____	ADDRESS _____
DATES _____ to _____	ADDRESS _____

**PREVIOUS EMPLOYMENT**  
(in chronological order; go no further back than 15 years)

DATES _____ to _____	CO. NAME AND ADDRESS _____
	OCCUPATION _____
DATES _____ to _____	CO. NAME AND ADDRESS _____
	OCCUPATION _____
DATES _____ to _____	CO. NAME AND ADDRESS _____
	OCCUPATION _____
DATES _____ to _____	CO. NAME AND ADDRESS _____
	OCCUPATION _____
DATES _____ to _____	CO. NAME AND ADDRESS _____
	OCCUPATION _____

**APPLICANT:** In lieu of the actual form, photocopies of this form may be made for distribution to signatories.



## COMMERCIAL GAUGER (LABORATORY) AGREEMENT

As conditions for commercial laboratory accreditation and/or gauger approval, I agree:

To comply with the requirements of part 151, Customs Regulations (19 CFR part 151), and to conduct professional services in conformance with approved standards and procedures, including procedures which may be required by the Commissioner of Customs or the Executive Director;

To have no interest in or other connection with any business or other activity which might affect the unbiased performance of duties as a Customs-accredited laboratory. It is understood that this does not prohibit acceptance of the usual fees for professional services;

To maintain the ability, i.e., the instrumentation, equipment, qualified staff, facilities, etc., to perform the services for which the laboratory is accredited, and allow the Executive Director to evaluate that ability on a periodic basis by such means as on-site inspections, demonstrations of analysis procedures, reviews of submitted records, and proficiency testing through check samples;

To retain those laboratory records beyond the five-year record-retention period and samples (see paragraph (j)(1) of this section) specified by Customs as necessary to address matters concerned in pending litigation, and, if laboratory operations or accreditation cease, to contact Customs immediately regarding the disposition of records/samples retained;

To promptly investigate any circumstance which might affect the accuracy of work performed as an accredited laboratory, to correct the situation immediately, and to notify both the port director and the Executive Director of such matters, their consequences, and any corrective action taken or that needs to be taken; and

To immediately notify both the port director and the Executive Director of any attempt to impede, influence, or coerce laboratory personnel in the performance of their duties, or of any decision to terminate laboratory operations or accredited status. Further, within 5 days of any changes involving legal name, address, ownership, parent-subsidiary relationships, bond, other offices or sites, or approved signatories to notify the Executive Director by certified mail.

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**Signature**

**Date**